

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Recycling Advisory Committee

1. I hereby establish the Fort Hood Recycling Advisory Committee, with the duties and responsibilities described below.

2. Committee.

a. The Committee serves as the Board of Directors for the installation's Qualified Recycling Program.

b. The Committee is advisory in nature and assists the Garrison Commander in overseeing installation recycling programs, policies, and fund disbursements.

c. The Committee does not have fiscal or approval authority but recommends action on these matters to the Garrison Commander, the installation designee for environmental issues.

3. Composition.

a. The Garrison Command chairs the Committee but does not vote. As the installation designee for environmental issues, the Garrison Commander makes the final determination regarding installation recycling programs, policies, and fund disbursements. Before he does so, however, he should consider the recommendation of the Committee.

b. Voting members of the Committee are:

(1) Director, Public Works, Alternate Chairman

(2) Director, Community Activities

(3) Director, Logistics

(4) ACofS, Resource Management

(5) Director, Contracting

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c. Nonvoting members of the Committee are:

- (1) Garrison Commander
- (2) Staff Judge Advocate
- (3) Inspector General
- (4) Public Affairs Officer
- (5) Village Mayors' Representative
- (6) Defense Reutilization and Marketing Office

d. The Installation Recycling Program Manager is the Custodian for the Committee.

4. Duties. The Committee has responsibility for the direction, performance, and oversight of all aspects of the installation recycling program. At a minimum, the Committee shall:

a. Ensure that the recycling program complies with applicable laws, Executive Orders, DoD, DA, and FORSCOM policies and regulations, and state requirements.

b. Establish and monitor program objectives which meet or exceed the DoD Measures of Merit, maximize recycling of materials, and minimize solid waste disposal.

c. Make recommendations concerning the annual recycling budget, including income, expenses, and disbursements. The Committee is responsible for safeguarding program assets and ensuring recycle program solvency.

d. Ensure that recycling fund disbursements comply with the provisions of 10 U.S.C. 2577, DoD Instruction Memorandum 4715.4 (18 Jun 96), AR 420-47, and FORSCOM Memorandum (18 Aug 95).

e. Establish management controls to provide command oversight and to correct program weaknesses.

f. Explore and encourage new and innovative methods of recycling materials.

g. Encourage partnerships with other services, DoD activities, federal agencies, state agencies, municipalities, and community organizations.

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h. If applicable, secure support from appropriate investigative organizations to pursue allegations of fraud or corruption.

5. Meetings.

a. The Committee will meet at least quarterly. The Chairperson may call special meetings at any time.

b. The Custodian will provide an agenda to Committee members at least 2 weeks prior to each quarterly meeting.

c. Three voting members constitute a quorum. A simple majority of the quorum present shall carry a motion.

d. Members are expected to attend the quarterly meetings. At the discretion of the Chairperson, a member who is unable to be present at a meeting may, prior to the meeting, vote or express his or her position via email or telephone regarding any issue which is scheduled to be considered at the meeting. The Chairperson may also allow a member who cannot attend to send a designated representative to vote in his or her place.

e. The Alternate Chairman will preside in the absence of the Chairman.

f. The Custodian will record the minutes of meetings and make them available to the Committee members and to the public within 2 weeks of the meeting.

g. Committee members whose directorates are responsible for meeting DoD Measures of Merit goals will report their compliance status to the Custodian each month. The Custodian will brief the installation-wide status at each quarterly meeting.

Original Signed

THOMAS A SCHWARTZ
Lieutenant General, USA
Commanding

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DISTRIBUTION:

ACofS, Resource Management
Inspector General
Public Affairs Officer
Staff Judge Advocate

Garrison Commander

DIR, Community Activities
Contracting
Logistics
Public Works
Village Mayors' Representative
Defense Reutilization and Marketing Office